



PRIVILEGE CLASSIFICATION CHANGE TUTORIAL



**Virginia Alcoholic Beverage
Control Authority**

NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

INSTRUCTIONS

For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.

1. Log in to Account Central, then the Licensing system will be displayed.
2. Click [Home>My Records](#) in the top left navigation. A list of all records displays.
3. Find the license to be surrendered. Click to [open the record](#).
4. Click [Create Amendment](#) button at bottom of page.
5. Select an [Amendment Type](#) for the Privilege Classification you want to change. Click **Continue Application**.
6. Complete required fields on the [Change Description](#) page. Click **Continue Application**.
7. Attach supporting documents if applicable. Click **Continue Application**.
8. Add comments (optional). Click **Continue Application**.
9. If a payment is not required, the **Receipt/Record issuance** page loads. If a payment is required, continue with steps 10 – 14.
10. Review [Pay Fees](#) page then click **Check Out**.
11. Click **Checkout** on the Cart page.
12. Click [Proceed with Payment](#) on the payment screen.
13. Enter Payment Information then click [Submit Payment](#).
14. **Receipt/Record issuance** page loads.

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

My Records

Home Search Create

Dashboard My Records My Account Advanced Search

Logged in as: [redacted] Collections (0) Cart (0) Account Management Logout

Search...

Saved In Cart (0) View Cart

My Collection (0) View Collections

There are no items in your shopping cart right now.

You do not have any collections right now.

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Open a Record

▼ Licenses								
Showing 21-30 of 83 Download results Add to collection Add to cart Copy Record								
<input type="checkbox"/>	Action	Date	Record Number	Status	Record Type	Expiration Date	Effective Status	Re
<input type="checkbox"/>	Amendment	03/13/2020	000020068	Active	Still Permit	02/28/2021	Active	2
<input type="checkbox"/>	Amendment	03/12/2020	000020043	Active	Continuance of Operation (COOP) Permit	08/09/2020	Active	3
<input type="checkbox"/>	Amendment	03/12/2020	000020037	Active	Retail Hotel License	02/28/2021	Active	4
<input type="checkbox"/>	Amendment	03/06/2020	000019882	Active	Grain Alcohol Permit	05/05/2021	Active	2
<input type="checkbox"/>	Amendment	03/05/2020	000019834	Active	Retail Restaurant or Caterer License	02/28/2021	Active	4
<input type="checkbox"/>	Amendment	03/05/2020	000019839	Active	Trustee Permit	07/03/2020	Active	2
<input type="checkbox"/>	Amendment	03/03/2020	000019763	Active	Retail Private Club License	02/28/2021	Active	5
<input type="checkbox"/>	Amendment	01/27/2020	000018698	Active	Industry Wholesaler License	12/31/2020	Active	3
<input type="checkbox"/>	Amendment	01/13/2020	000018004	Active	Retail Carrier License	12/31/2020	Active	3
<input type="checkbox"/>	Amendment	12/05/2019	000016420	Active	Retail Specialty Establishment License	11/30/2020		4

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Create Amendment

Location

700 Bruce ST
Moonbeam
South Boston VA 24592-3801
United States

Record Details

Licensed Professional:
MOONBEAM
700 Bruce ST
South Boston, VA, 245923801
Annual Local Special Event 000016420

Project Description:
Moonbeam

► More Details

Create Amendment

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Select Amendment

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Search

☐ Change of Business Entity or Ownership Amendment

☐ License Event Notification Amendment

☐ Lift of Surrender Amendment

☐ OLP Application

☐ Retail License ABC Store Change Amendment

☒ Retail Specialty Establishment - Privilege / Classification Change

☐ Training Log

Continue Application »

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Change Description

Retail Specialty Establishment - Privilege / Classification Change

1 Change Description

2 Supporting Documents

3 Comments to the Agency

4 Review

5 Pay Fees

6

Step 1: Change Description > Describe Changes

This amendment is used to make a change to your existing license such as the type of alcohol you can serve, sell or produce as well as make changes to the seating, production volume, sales volume or other classification that is already assigned to your license. Please note that additional changes may apply based upon the type of license and the nature of the change.

If you no longer wish to exercise one or more of the privileges of your license, then create and submit a License or Privilege Surrender Amendment.

* Indicates a required field.

Custom Fields

ALCOHOL INFO

What is the type of business conducted at the establishment?:

Annual Local Special Event

Where will the alcohol be consumed?:

On Premises

Beer:
☒

Temporary Beer:
☐

Wine:
☒

Temporary Wine:
☐

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Pay Fees

Register for an Account

Login

If you require more information regarding Virginia ABC, Please [Click Here](#)

renew

Q

Industry Brewery Renewal

1 Comments to the Agency

2 Review

3 Pay Fees

4 Record Issuance

Step 3: Pay Fees

Listed below are the fees due based upon the information you've entered. Some fees are pro-rated and will result in a reduced amount being charged. The following screen will display your total fees.

Application Fees


Fees	Calculation	Amount
Brewery Fee - 501-10,000 Barrels	1.1666662	\$2,508.33

TOTAL FEES: \$2,508.33
If you have questions regarding the fees, please contact your Regional ABC Office.

Check Out >

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Proceed with Payment



Order Section

Amount

210.00 USD

PROCEED WITH PAYMENT

By placing this order, you are indicating you agree with our return and refund policy.
<https://www.abc.virginia.gov/stores/store-information/return-policy>

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Submit Payment


Order Section

Amount

210.00 USD

Payment

PAYMENT CARD



Card Number *

Expiration date (MM/YY) *

Security code *

Name and Zip

First Name

Susan

Last name

Smith

Postal code

SUBMIT PAYMENT



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